

# Application format

Your application should address each item listed below.

Use the following numbering system below to help speed up the review of your application. Where existing policies, guidelines, forms, etc., describe your programs, you are encouraged to enclose them rather than writing new material for this application.

## I. General information

### A. Names and addresses

- 1. CORPORATE NAME, COMPANY NAME (if different from above),  
CORPORATE HOME ADDRESS, SITE ADDRESS(ES) (if different from home address).
- 2. SITE Cal/VPP STAR REPRESENTATIVE, TITLE, ADDRESS(ES), PHONE NUMBER(S),  
EMAIL ADDRESS:
- 3. CALIFORNIA VPP MENTOR SITES YOU HAVE BEEN ASSIGNED OR WORKED WITH
- 4. COLLECTIVE BARGAINING

### B. Other site information (required for each site):

- NUMBER OF EMPLOYEES.
- NUMBER OF CONTRACT WORKERS (used routinely).
- TYPE OF WORK PERFORMED AND/OR PRODUCTS PRODUCED.  
Attach a process flow diagram depicting primary operation
- INDUSTRY SIC and/or NAICS CODE(S): Click Here <http://www.census.gov/epcd/www/naics.html>

INDUSTRY RATES: Click Here <http://www.bls.gov/iif/>

All rates shall be for last three completed calendar years and average of all three years combined.

- 3 YEAR TCIR (Total Case Incident Rate) CALCULATION.  
To calculate 3-year TCIR, add the number of all recordable injuries and illnesses for the past 3 years and divide by total hours worked for those years. Multiply the result by 200,000.

$$\frac{[(\#inj + #ill) + (\#inj + #ill) + (\#inj + #ill)] \times 200,000}{[hours + hours + hours]}$$

(#inj + #ill) in the above formula is the added totals from column H, I, & J on the log 300 form

- 3 YEAR DART (Day away, Restricted or Transferred from work) RATE CALCULATION.  
To calculate 3-year DART rates, use the same formula as in B above, except add the number of all recordable injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer for the past 3 years.

$$\frac{[(\#DART\ inj + ill) + (\# DART\ inj + ill) + (\# DART\ inj + ill)] \times 200,000}{[hours + hours + hours]}$$

(# DART inj + ill) in the above formula is the added totals from column H & I on the log 300 form

- List all awards and certificates of accomplishments your site has achieved

## **II. Management commitment and planning**

- 1. Commitment**
  - a. Attach a copy of your site's established occupational safety and health policy
  - b. Describe your current goals for the safety and health program with the objectives for meeting those goals
- 2. Organization**
  - a. Describe how the site safety and health function fits into your overall management organization
  - b. Attach the overall organization chart
- 3. Responsibility.** **Describe how the company assigns staff safety and health responsibilities.**
- 4. Accountability.** **Describe the accountability system used for managers and supervisors.**  
**Appropriate examples may include job performance evaluations, Management by Objectives. Explain how the system is documented.**
- 5. Resources.** **Describe personnel, equipment, budget, and other resources devoted to the safety and health program.**
- 6. Planning.** **Indicate how safety and health practices are integrated into comprehensive management planning.**
- 7. Contract workers.** **Describe the method you use to assure safe and healthful working conditions for contract employees at this site. This includes general industry and construction site's contract employees, i.e., temporary agency employees.**
- 8. Employee notification.** **Describe how you will notify employees about participation in Cal/VPP Star program. Employers must notify employees of their right to register a complaint with Cal/OSHA, their right to obtain self-inspection and accident investigation results upon request. Describe your health and safety communication system from top management to employees and vice versa.**
- 9. Site plan.** **Attach site map or general lay-out.**

### **III. Worksite analysis**

- 1. **Pre-use analysis** (the font is not right here). Explain how new equipment, projects, chemicals and processes are analyzed for potential hazards prior to use.
- 2. **Comprehensive surveys/Program Evaluations.** Indicate how you identify and evaluate physical conditions, potential safety & health hazards, effective implementation of Cal-OSHA programs and management systems and overall program weaknesses at the site. Additionally describe your corrective measure closure system.
- 3. **Self-inspections.** Describe your worksite safety and health inspection program Identify inspectors and their hazard recognition training. Explain tracking systems for findings and corrective action systems.
- 4. **Job hazard analysis/job safety analysis.** State how you review jobs, processes, potential hazards and safeguards to determine safe work procedures Describe the frequency of these analyses and provide a sample analysis and form Include procedures or guidance techniques used in conducting job hazard analysis. In construction, relate phase-planning, and describe how results are used in training employees to do their jobs safely. Also, how are results used in planning and implementation of your hazard correction and control program?
- 5. **Employee notification of hazards.** Describe how employees notify management of potential health and safety hazards. Management's procedure for follow-up and tracking correction? (An option providing for written and anonymous notification must be part of the system.)
- 6. **Accident investigations.** Explain your company's accident analysis procedures, including training, near misses, first aid, root cause/trend analysis and corrective measure and tracking system.
- 7. **Medical program.** Describe your site's medical service or physician accessibility. Indicate if employees are trained in first aid, CPR, bloodborne pathogens and other paramedical training and which training they have received. Give a detailed description of how you address specific programs such as hearing conservation, respiratory protection, etc.

## **IV. Hazard prevention and control**

- 1. **Professional expertise.** Provide details concerning your use of the services of certified professionals What such as industrial hygiene services and broad-based safety expertise are available to you
- 2. **Hierarchy of Controls.** Describe and provide examples of Engineering, Administrative Controls that have been evaluated and implemented at the site
- 3. **Safety and health rules.** List company rules, and describe the disciplinary system used in enforcing them.
- 4. **Personal protective equipment.** Describe your company's personal protective equipment requirements. If respirators are used, attach a copy of the written respirator program.
- 5. **Emergency preparedness.** Describe your company's emergency planning and preparedness program. Include information on emergency and evacuation drills and subsequent critiques. Preventive maintenance. Provide a summary and description of your procedures for preventive maintenance of your equipment.

## **V. Safety and health training**

- 1. **Safety and health training.** Describe formal and informal safety and health training programs for your employees, supervisors and managers. Describe how often and in what way courses are updated, provisions for missed trainings and procedures to ensure employees retain course information.

## **VI. Employment involvement**

- 1. Describe the ways employees are involved in your safety and health program. Provide specific information about decision processes that employees impact, such as hazard assessment, work analysis, safety and health training or evaluation of the safety and health program.
- 2. For Safety and Health Committees, describe:
  - a. Date of committee inception
  - b. Method of selecting members
  - c. Name, job and length of service of each member
  - d. Average length of service of each member
  - e. Description of the committee role. Include safety committee charter and mission statement
  - f. Describe your hazard recognition training procedures. If previously covered under Safety Health & Training, indicate "See Training"
- 3. List safety and health information accessible to and used by the committee

## **VII. Statement of commitment**

1. Union statement. If your site is unionized, the authorized collective bargaining agent(s) must sign a statement to the effect that they either support the Cal/VPP Star application or that they have no objection to the site's participation in Cal/VPP Star. The statement must be on file before Cal/OSHA comes on site. Management statement. Please read the statement below carefully and either place on your stationery and sign on the line below, or attach a letter in your own words that provides the same assurances.

We are committed to doing our best to provide outstanding safety and health protection to our employees through management systems and employee involvement. We are also committed to the achievement and maintenance of the Cal/Star Program requirements and to the goals and objectives of the Cal/VPP Star program.

We agree to provide the information listed below for Cal/OSHA review onsite. We agree to retain these records until Cal/OSHA communicates its decision regarding initial Cal/VPP Star participation. We will likewise retain comparable records for the period of participation in the program:

- Injury and Illness Prevention Program
- Management statement of commitment to safety and health
- Line supervisor accountability
- The Cal/OSHA 300 log
- Safety and health manual(s).
- Employee notifications of safety and health problems
- Safety rules, emergency procedures and sample safe work procedures
- The system for enforcing safety rules
- Self-inspection procedures, reports and correction tracking
- Accident investigations
- Safety Committee minute
- Employee orientation and safety training programs and attendance records
- Industrial hygiene monitoring records
- Contractors safety & health program
- Prevention maintenance program
- Employees report of safety & health problems and documentation of response; and
- Other programs as required such as confined space, lockout tagout, Hazcom and PSM

In agreeing to make this information available to Cal/OSHA, we understand that Cal/OSHA will view on-site materials we believe to be confidential or revealing of trade secrets. This will avoid their placement in government files subject to Freedom of Information Act requests.

We also agree to correct all hazards identified through self-inspection, employee reports or accident investigations in a timely manner. We will provide the results of self-inspections and accident investigations to our employees.

Any employee with safety-related duties will be protected from discriminatory actions (including unofficial harassment) resulting from these duties.

We will provide Cal/OSHA, each year by February 15th, our annual injury incidence and lost workday case rates, hours worked, and estimated average employment for the past calendar year.

By an agreed upon date, we will provide Cal/OSHA the site's safety and health program evaluation.

[For construction sites only - Injuries of all employees at the site, no matter who the employer is, will be recorded together. Rates will be calculated based on information for the site as a whole as long as we participate in Cal/VPP Star.]

We understand that we may withdraw our participation at any time or for any reason should we so desire.